

20 Oct 95

MEMORANDUM FOR THE COMMAND STANDARDS IMPROVEMENT EXECUTIVES

Subj: DoN IMPLEMENTATION MEMO 95-11, PROCESSING DoD STANDARDS
AND HANDBOOKS

Encl: (1) OASD Policy Memo 95-6, "Processing DoD Standards and Handbooks"

This memo implements enclosure (1) for the DoN. You are requested to provide wide distribution of this memo to your respective Standardization Management Activities. The enclosure (1) requirements for Approval of Standards and Handbooks, paragraph 4., are modified to include the following procedure:

The Command Standards Improvement Executives shall ensure that appropriate control is exercised over the initiation of any new DoD standards development project. The intent of this additional level of oversight is to ensure only necessary DoD standards whose purpose fits within the enclosure (1) Guidance Information for Document Categories are developed. The DoN Standards Improvement Executive, or the Head of the Department Standardization Office, will approve the completion of all new DoD standards.

D. E. PORTER
DoN Acquisition Reform Executive
Acquisition Reform Office

11 Oct 1995

MEMORANDUM FOR ARMY STANDARDS IMPROVEMENT EXECUTIVE,
DR. KENNETH OSCAR
NAVY STANDARDS IMPROVEMENT EXECUTIVE,
MR. DANIEL PORTER
AIR FORCE STANDARDS IMPROVEMENT EXECUTIVE
MR. JAMES BAIR
DEFENSE LOGISTICS AGENCY STANDARDS
IMPROVEMENT EXECUTIVE, MR. THOMAS RIDGWAY

SUBJECT: Policy Memo 95-6, "Processing DoD Standards and Handbooks"

Attached are the procedures for processing DoD standards and handbooks. The definitions, content, and format direction for these documents is in the revision "C" to MIL-STD-962, which was recently approved. Copies of MIL-STD-962C will be printed and distributed by the DoD Single Stock Point by the end of November. So as not to delay processing of documents, this memorandum authorizes the use of the draft revision "C" to MIL-STD-962 until the final version is available.

These procedures are effective immediately. Please provide me with a copy of your implementing instructions to your activities within 30 days from the date of this memorandum.

Walter B. Bergmann, II
Chairman
Defense Standards Improvement Council

Attachment

cc: DUSD(AR)
DASD(IA)
DepSOs

DEPARTMENT OF DEFENSE (DOD) POLICIES AND PROCEDURES FOR DOD
STANDARDS AND HANDBOOKS

1. General. These procedures supplement those in DoD 4120.3–M, “Defense Standardization Program Policies and procedures.” MIL–STD–062C, “Defense Standards and Handbooks,” provides definitions, format, and content direction. Policy Memo 95–1 identifies which documents require waivers and the conditions when a waiver is needed.

2. Standards. There are five types of DoD-prepared standards: interface standards, standard practices, test method standards, manufacturing process standards, and design criteria standards. Standards development shall follow these guidelines:

a. DoD standards shall be prepared only when it is necessary to capture military-unique requirements. Non-Government standards shall be used to describe commercial or industry practices, processes, and methods.

b. In general, DoD standards shall be fully coordinated documents. It shall be a rare exception when a limited coordination standard is approved. During coordination, the Lead Standardization Activity and Custodians must concur with the category of standard designated by the Preparing Activity. Disagreements on category of standard designation shall be resolved following the comment resolution procedures for “essential” comments given in DoD 4120.3–M.

c. There shall not be interim standards.

d. A DoD standard that does not comply with the latest issue of MIL–STD–962 shall not be validated.

3. Handbooks. Handbooks shall be developed following the processes described for standardization documents in DoD 4120.3–M, except there shall not be any interim handbooks. Handbooks shall not be cited as requirements in solicitations, contracts, or any type of technical document.

4. Approval of Standards and Handbooks. The preparing activity is authorized to approve new handbooks, and revisions and notices to existing standards and handbooks. All new standards must be approved by the cognizant Military Department or Defense Logistics Agency (DLA) Standards Improvement Executive (SIE). The Chairman of the Defense Standards Improvement Council must approve new standards for OSD and Defense Agencies other than DLA. The cognizant SIE’s approval certification must accompany any new standard submitted to the DoD Single Stock Point (DoDSSP) for printing, distribution, and indexing.

5. Redesignation of Standards. If an existing standard is technically current and the

cognizant SIE has concurred with the redesignation, the preparing activity may redesignate it as an interface standard, standard practice, test method standard, manufacturing process standard, or design criteria standard following the procedures below.

a. Change the cover page only to comply with MIL–STD–962C. DO NOT CHANGE the document identifier, revision letter, date, or any of the content. Changes do not have to be made to any related notices. Place the following note in the upper left-hand corner of the cover page:

“NOTE: The cover page of this standard has been changed for administrative reasons. There are no other changes to this document.”

b. Send a copy of the revised first page only to the Defense Printing Service Detachment Office, Building 4D, NPM–DoDSSP, 700 Robbins Avenue, Philadelphia, PA 19111–5094. A print order form is not required, but the preparing activity shall prepare a memorandum requesting that the attached revised first page be rescanned in the Print On Demand System.

c. A redesignated standard shall be revised within 5 years to comply with the latest revision of MIL–STD–962. A standard that does not comply with MIL–STD–962 shall not be validated as current.

6. Redesignation of Standards as Handbooks. If an existing standard is technically current and the cognizant SIE has concurred in redesignating it as a handbook, it may be redesignated as a handbook by changing the cover page, following these procedures:

a. Every effort shall be made to retain the same document number, if possible. In other words, MIL–STD–123C would become MIL–HDBK–123 (Note there is not revision indicator on the handbook. Only the number will remain the same, not the revision level.) For assignment of the handbook number, the preparing activity shall contact the OSD Standardization Document Number Control Person on DSN 761–9340 or (703) 681–9340.

b. The cover page shall be in accordance with handbook cover page described in MIL–STD–962C. In addition, the handbook cover page must contain the following information:

- Supersession information.
- A note in the upper left-hand corner, which reads:

“NOTE: MIL–STD–(fill in the number) has been redesignated as a handbook, and is to be used for guidance purposes only. This document is no longer to be cited as a requirement. For administrative expediency, the only physical change from MIL–STD–(fill in number) is this cover page. However, this document is no longer to be cited as a requirement. If cited as a requirement, contractors may disregard the requirements of this document and interpret its contents only as guidance.”

c. At the same time the cover page is developed, the preparing activity shall also create a notice canceling the military standard and superseding it with the replacement handbook. (See MIL–STD–962C for directions on preparing cancellation notices.)

d. Send a copy of the revised first page only and the cancellation notice to the Defense Printing Service Detachment Office, Building 4D, NPM–DoDSSP, 700 Robbins Avenue, Philadelphia, PA 19111–5094. A print order form is not required, but the preparing activity shall prepare a memorandum requesting that the attached revised first page be rescanned in the Print On Demand System.

e. A standard redesignated as a handbook shall be revised within 5 years to comply with the latest revision of MIL–STD–962. A handbook that does not comply with Mil–STD–962 shall not be validated as current.

7. Acquisition Guides and Bulletins. Prior drafts of this policy memorandum and the draft revision “C” to MIL–STD –962 addressed acquisition guides and bulletins. Provisions for these types of documents no longer exist. Documents that were intended to fulfill the functions of acquisition guides and bulletins shall be published as handbooks. There are a small number of military bulletins listed in the DoD Index of Specifications and Standards. Preparing activities shall take action to cancel the bulletins, or revise or redesignate them as handbooks within one year from the date of this memorandum. (For redesignation, follow the same procedures described in paragraph 6 above.)

8. DoDSSP. The DoDSSP shall make the necessary changes to the Print On Demand system and the ASSIST database to redesignate standards appropriately. The normal automatic distribution of the document is not necessary for redesignated standards since this is an administrative, not technical, change. A notice shall appear in the DoDISS Notice listing all of the military standards that were administratively redesignated for that period.

GUIDANCE INFORMATION FOR DOCUMENT CATEGORIES

The following provides the philosophy behind the new categories of standards in the hope that such additional guidance will give those offices or individuals who have the responsibility for developing and approving standards and handbooks a better understanding on which to base a decision.

Non-Government Standards vs. Military/Federal Standardization Documents

One of DoD's key acquisition reform goals is to reduce acquisition costs and remove impediments to commercial-military integration by emulating commercial buying practices wherever possible. Thus, for any processes, practices, or methods that are described by a non-government standard instead of developing or revising a DoD standard. If a suitable non-government standard is not available, DoD activities should consider working with industry on a technical committee to develop a new standard or revise an existing non-government standard. Only after it is determined that it is not practical to develop or use a non-government standard should a DoD activity consider developing or maintaining a DoD standardization document.

Limited vs. Full Coordination

Nearly all standards should be fully coordinated documents, i.e., they are used by more than one Military Department or Defense Agency. The past practice of issuing limited coordination documents for the sake of expediency is discouraged. The only time a limited coordination document should be authorized is if it can be demonstrated that there is an advantage to having a standard practice applicable to a Military Department or Defense Agency across many product lines. For example, there may be an advantage to having a Navy standard for cleaning piping systems on all ships or an Air Force standard for the marking of all aircraft. In most cases, limited coordination documents could be fully coordinated documents or should be internal activity or program unique documents.

Interface Standards

DoD interface standards should be developed to specify the physical, functional, or military operational environment interface characteristics of systems, subsystems, equipment, assemblies, components, items, or parts to permit interchangeability, interconnection, interoperability, compatibility, or communications. This category of standard needs to be kept pure of goal. Many, if not most, standards have interface elements. To be designated as an interface standard, establishing mandatory interface requirements, consider developing a design criteria standard.

Design Criteria Standards

DoD design criteria standards should be developed to specify military-unique design or functional criteria that must be adhered to in the development of systems, subsystems, equipment, assemblies, components, items, or parts. These design criteria are not primarily related to requirements that affect interchangeability, interoperability, interconnection,

compatibility, or communications. Adherence to these design criteria standards, however, will affect the manufacturing of a product. Some examples would include military-unique design selection, nuclear blast protection, safety requirements, and human factors requirements.

Design Criteria Standards

DoD design criteria standards should be developed to specify military-unique design or functional criteria that must be adhered to in the development of systems, subsystems, equipment, assemblies, components, items, or parts. These design criteria are not primarily related to requirements that affect interchangeability, interoperability, interconnection, compatibility, or communications. Adherence to these design criteria standards, however, will affect the manufacturing of a product. Some examples would include military-unique design selection, nuclear blast protection, safety requirements, and human factors requirements.

Standard Practices

DoD standard practices should be developed when it is necessary to specify procedures on how to conduct non-manufacturing functions. Standard practices should only be developed for services that, at least some of the time, are obtained via contract from private sector firms. Procedures for functions performed only by DoD personnel shall be covered by such documents as regulations, directives, technical manuals, or standard operating procedures. Standard practices will not be used in instances where non-government standards are the typical commercial vehicle for procuring a particular type of service.

Test Method Standards

Test method standards should be developed to specify specific test methods, procedures, or protocols. Military test method standards should reflect test methods that are unique to DoD such as tests for the high levels of shock encountered in aircraft carrier landings. Non-government standards can usually be used to satisfy DoD requirements for most test methods. A DoD test method standard should only be developed if it reflects a military-unique requirement.

Management or Manufacturing Process Standards

The DoD strongly discourages the development of manufacturing process standards. The concept of DoD manufacturing process standards is inconsistent with both the Department's emphasis on using commercial processes and reliance on performance specifications that state desired outcomes rather than "how-to's." The role for DoD process standards is limited to situations where the DoD alone has the technological expertise to specify a military-unique process. If there is an advantage to establishing requirements for an industry-wide commercial process, a non-government standard should be developed.

The DoD also strongly discourages development of management process standards. DoD activities should not develop standards that tell a contractor how to manage a program. It is

not the policy of the DoD to create standard management approaches across all programs and contractors. Contractors must be allowed the flexibility to manage programs in innovative ways that can improve quality, reduce costs, and introduce the latest technological advances.

Handbooks

Rather than develop mandatory standards that require a single approach, when other approaches may also be acceptable, a handbook offers an opportunity to preserve institutional memory and offer solutions that have worked, without mandating those solutions.

Handbooks are good for providing lessons learned; classifying items, materials, or processes; defining terms; listing abbreviations or acronyms; providing interpretation; offering different technical options; and any other type of guidance information. Handbooks may also be used to provide acquisition guidance to DoD personnel on the type of information that should or may be included in solicitations in order to collect information to evaluate contractor's management and manufacturing processes. An important point about handbooks is that they are not requirements documents. They are for guidance only.